



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 3.5.4	Subject: LOG SYSTEMS IN LOCKED HOUSING UNITS	
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 2	
Section 5: Special Management	Revision Date:	
Signature: /s/ by Director 1/20/97	Effective Date: May 1, 1997	

I. POLICY:

It is the policy of the Montana Department of Corrections to maintain a system of permanent logs and records in each locked housing unit that adequately document the activities, programs, and visitation patterns of the unit.

II. AUTHORITY:

53-1-203, MCA. Powers and Duties of the Department of Corrections

III. DEFINITIONS:

None.

IV. PROCEDURES:

A complete log system enables reconstruction of all activities in a locked housing unit, and may be used to defend the facility/program in litigation regarding conditions of confinement or for other administrative purposes. As an extension of the records specified in Department policy 3.1.3, locked unit records are an important part of the record system of the facility/program.

A. Types of Logs

The following types of logs should be maintained in locked housing units:

- C In and out-going official visitors log
- C Supervisor's log (all offender moves, unusual incidents, etc.)
- C Individual Inmate logs (noting meals served, reasons for leaving cell, etc.)
- C Restriction log (noting any privileges restricted due to disciplinary process)
- C Shakedown log (to record all shakedowns conducted)
- C Medication Issue log (to record all over-the-counter medications issued by the unit staff).

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B. Signature/Releases/Misconduct

1. Each log or record entry will be signed by the officer making that entry.
2. All releases from the unit will be recorded in the general/supervisors= unit log and on the individual log sheet.
3. Any misconduct in the unit will be subject to the standard incident reporting system of the facility/program.

C. Other Logs

Other logs may be maintained according to the individual facility/program's post orders and policies.

V. CLOSING:

Questions concerning this policy shall be directed to the immediate supervisor.